

SECTION 4

4.04 OBTAINING A LICENSE TO USE OR CROSS DENVER WATER PROPERTY:

When requesting permission to use or cross Denver Water property, an Applicant may request a revocable license for routine right angle utility crossings of strip properties and easements, or for temporary uses. The following procedures must be followed:

- A. Procedure: A letter requesting Denver Water's permission to use or cross its property shall be submitted to Denver Water's Property Management Section. The letter of request shall contain the exact name of the company, corporation, partnership, etc., that will own, operate, and maintain the proposed facilities, the names and titles of the persons authorized to sign the agreement, and include the following enclosures:

1. An AutoCAD drawing file using the layers, line types, colors, templates and pen sizes as defined on Denver Water's AutoCAD disk, available from Denver Water. Drawings submitted on an AutoCAD disk must be made in model space, not paper space or the following may be submitted, but is not preferable.

An original hand drawn reproducible inked linen or mylar drawing conforming to the following:

- a. Size: Overall 8-1/2 x 11 inches with 1/4 inch border on all sides. Refer to 4.06, Specimen B.
- b. Borderlines shall be equivalent in size to those shown on Specimen B.
- c. Title Block: Dimensions and lettering shown on Specimen B. Complete only those portions of the title block, which are not shaded.
- d. Lettering: Leroy Machine Lettering or equivalent (template and pen sizes are shown on the specimens).
- e. Scale: The drawings must be at an appropriate recognized engineering scale. The scale used must be large enough so that all dimensions are clearly shown. Whenever possible, the entire crossing should be on one drawing. Break lines, except in the land corner ties are not acceptable.
- f. Tie: All crossings must have a direct tie, or one with a maximum of two courses, to the nearest available recognized land corner (i.e., section corner, quarter section corner, range point, Denver Water monument or the nearest available intersection of two dedicated public road right-of-way lines).

Basis of bearings must be established using NAD83 State Plane Coordinates, with the State Plane Coordinate information clearly identified on the AutoCAD drawing.

- g. All distances shown on the drawing shall be to the nearest hundredth of a foot.
 - h. All drawings must have a typical profile of the crossing as shown on specimens.
- 2. A check payable to Denver Water for the applicable fee must accompany the letter of request. This check will be returned if the request is not approved.
 - 3. Requests should include prints of the overall job in the area of the crossing, when available, and prints of new or proposed subdivisions whenever this information would clarify or identify the location of the request.

B. Fees:

- 1. License Agreements for routine right angle utility crossing of Denver Water strip properties are issued for a one-time license processing fee. This license processing fee is established by Denver Water's Property Management Section. The fee for the use of Denver Water property, other than for a routine right angle utility crossing, will be determined by Denver Water using accepted real estate appraisal practices.
- 2. Upon request, the required drawing will be prepared by Denver Water, provided all necessary information is included with the request and as time permits. Substantial delay in issuance of authorization may be experienced if Denver Water prepares the drawings. Planning on the part of the requester should include these potential delays.

The fee for Denver Water's preparation of the drawing is established by Denver Water's Property Management Section in addition to the then-current processing fee.
- 3. A deposit shall be collected from Licensee/Grantee prior to the issuance of any License/Easement Agreements on the Board's High Line Canal property. The deposit shall be refunded only upon complete restoration to the Board's satisfaction following construction.

- C. Document Preparation: Denver Water will prepare the license on a standard Denver Water License Agreement form and return the document to the grantee for signatures. A copy of the completed licensed agreement shall be at the job site at all times.